

**Manistee City
DDA 2018-2019 Proposed Budget**

	2018-2019 Actual	2019-2020 Original Budget	2019-2020 Amended Budget	2019-2020 Projected	2020-2021 Proposed	2020-2021 Proposed Bond	2020-2021 Notes
TIF Revenue	\$ 177,201	\$ 251,884	\$ 251,884	\$ 251,884	\$ 256,370	\$ -	taxable value increased 4.4%, brownfield increment is subtracted. See memo
Delinquent Personal Property Taxes	\$ 9,950						
Local Community Stability	\$ 14,975						
Delinquent Taxes							
Total TIF Revenue	\$ 202,126	\$ 251,884	\$ 251,884	\$ 251,884	\$ 256,370	\$ -	
Personal Property State Reimb.		\$ 20,000	\$ 20,000	\$ 20,000			
Miscellaneous Revenue							
Interest Income	\$ 807	\$ 500	\$ 500	\$ 500			
Event Merchandise							
Misc. Income	\$ 50	\$ 2,000	\$ 2,000				
Loan Application Fees							
Hanging Baskets Sponsors							
Tree Sponsors							
Holiday Decoration Sponsors							
Grants							
Fund Balance		\$ 192,566	\$ 192,566				During the last budgeting process, it was discussed to zero out the fund balance due to the potential of sunseting Dec 2020
Total Miscellaneous Revenue	\$ 857	\$ 195,066	\$ 195,066	\$ 500	\$ -	\$ -	
Total Revenue	\$ 202,983	\$ 466,950	\$ 466,950	\$ 272,384	\$ 256,370	\$ -	

Required Expenditures							
Payroll	\$ 30,719	\$ 110,000	\$ 110,000	\$ 54,500	\$ 87,000		Executive Direct; Office Support; see memo
Housing Position Contribution					\$ 8,000		Housing Position Contribution
Manistee Area Chamber of Commerce				\$ 7,000	\$ 15,000		Annual Contract for Economic Development Participation includes Medicare, social security for Thomas Kaminski and Caitlyn
Employer FICA Expense	\$ 2,480	\$ 8,415	\$ 8,415	\$ 4,169	\$ 6,656		
Unemployment Insurance	\$ 243			\$ 150	\$ 696		
Workmen's Compensation	\$ 351			\$ 350	\$ 392		
Relocation				\$ -	\$ -		
Admin				\$ -	\$ -		
Bond Payment	\$ 138,000	\$ 137,700	\$ 137,700	\$ 137,700	\$ -	\$ 80,000	Assumes a \$1,000,000, 20 year bond - rough estimate at this time
Bond Offering Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- Assumes offering costs rolled into will additionally include employee
Insurance	\$ 1,997	\$ 2,350	\$ 2,350	\$ 3,000	\$ 3,000		
Bank Service Charge	\$ 442	\$ 100	\$ 100	\$ 140	\$ 100		
Downtown Dollar Offset	\$ 200			\$ -			Pd Tyler in Downtown Dollars for assistance in employment
Penalties and Interest	\$ 226			\$ 300			
Total Required	\$ 174,232	\$ 258,565	\$ 258,565	\$ 207,309	\$ 120,843	\$ 80,000	

Office Related							
Phone		\$ 300	\$ 300	\$ -	\$ -		
Meeting Refreshment	\$ 480	\$ 300	\$ 750	\$ 225	\$ -		
Credit Card	\$ 81	\$ -	\$ -	\$ -	\$ -		
Training		\$ 1,250	\$ 2,500	\$ 1,500	\$ 2,000		Admin Toolbox sessions, summits, leadership, courses- DUE TO CANCELATIONS, AMOUNT LOWER THAN ANTICIPATED
Printing & Reproduction	\$ 28	\$ 250	\$ 250	\$ 250	\$ 250		
Misc. Office Related	\$ 281	\$ 300	\$ 500	\$ 350	\$ 300		
Membership due	\$ 895	\$ 600	\$ 600	\$ 600	\$ 900		To include: Manistee Area Chamber of Commerce, MEDA, To include: job opportunities, legal notices
Advertising		\$ 300	\$ 300	\$ 300	\$ 300		
Rent		\$ -	\$ -	\$ -	\$ -		
Postage	\$ 105	\$ 300	\$ 300	\$ 170	\$ 100		
Office Supplies / Equip	\$ 2,724	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,500		To include: New laptop, Filing System, Office Supplies
Travel/Executive Director Other	\$ 456	\$ 1,000	\$ 1,000	\$ 750	\$ 1,000		To include: gas reimbursement
Subscriptions	\$ 564			\$ -			
Business Expo		\$ -	\$ -	\$ -	\$ -		
Total Office Expenditures	\$ 5,616	\$ 5,600	\$ 7,500	\$ 5,145	\$ 6,350		

Prof. Services							
Accounting	\$ 4,800	\$ 5,000	\$ 5,000	\$ 4,800	\$ 5,000		
TIF Plan Redevelop	\$ 3,935		\$ -	\$ 608	\$ -		
Annual Audit	\$ 1,750	\$ 1,500	\$ 2,500	\$ 1,500	\$ 2,500		
Local Banks (\$25,000 Loan)			\$ -	\$ -	\$ -		
IRP Loan Program			\$ -	\$ -	\$ -		
Revolving loan Fund			\$ -	\$ -	\$ -		
Strategic Planning Consulting			\$ 250	\$ 750			
Legal Fees	\$ 543	\$ 1,000	\$ 2,500	\$ 2,500	\$ 1,500		
Total Professional Services	\$ 11,028	\$ 7,500	\$ 10,250	\$ 10,158	\$ 9,000		

Maintenance									
City Allocation	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 65,000				See City Service Agreement
Cross Walks			\$ -	\$ -	\$ -				
Downtown Maintenance		\$ 28,400	\$ 28,400	\$ 28,400	\$ 40,000	\$ 300,000			To include: Originally budgeted Paver work \$40,000, painting \$3,000. \$200,000 for streetscape update and refurbishment; \$100,000 Capital Improvements
Total Maintenance	\$ 22,000	\$ 50,400	\$ 50,400	\$ 50,400	\$ 105,000	\$ 300,000			
Beautification									
Trees			\$ -	\$ -	\$ -	\$ -			Development and TIF admin: \$40,000/year for streetscape update and refurbishment. Includes Hanging Baskets.
Hanging Baskets + Watering	\$ 5,600	\$ 13,000	\$ 13,000	\$ 13,000	\$ 4,000				Watering now included in City Within City Service Agreement
Landscaping	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ -				Labor within city service
Holiday Decorations	\$ 14,045	\$ 8,500	\$ 8,500	\$ 8,500	\$ 3,500				As indicated in TIF amendment (+ \$20,000 in River Façade and Deck Grants)
Facade Grant	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000				
Banners	\$ 3,960			\$ 400	\$ -				
Vogue Theatre Redevelopment	\$ 5,000			\$ -	\$ -				
Transfer to Property Acquisition Fund	\$ 6,273	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ -			Not an expense - shown as restricted cash increase
Total Beautification	\$ 57,878	\$ 74,500	\$ 74,500	\$ 74,900	\$ 37,500	\$ -			

Projects									
Loop Signage			\$ -	\$ -	\$ -				
Parking Signage				\$ 4,500	\$ -				
Downtown Map				\$ -	\$ 2,000				PR Goal - Similar number to past invoiced amounts
Window Wraps			\$ -	\$ -	\$ -				
Historic Tour Plaques			\$ -	\$ -	\$ -				
Redevelopment Liquor Licenses			\$ -	\$ -	\$ -				
Mking & Incentive Residential Space			\$ -	\$ -	\$ -				Development and TIF admin:
Educational Series			\$ -	\$ -	\$ -				\$30,000 Rental Rehab Program:
Recruitment Team			\$ -	\$ -	\$ -				
Business Assistance - other			\$ -	\$ -	\$ -				
Property Acquisitions		\$ 78,000	\$ 78,000	\$ -	\$ -				Property Acquisitions/Based on Discussion from 03.11.2020 Board meeting to assist with 440 River if needed
Contribution Farmer's Market			\$ -	\$ -	\$ -				
Downtown Dollars	\$ (178)	\$ 500	\$ 500	\$ 200	\$ 500				
Dumpster Corrals		\$ -	\$ 80,000	\$ 80,000					
Riverwalk Capital Improvements Plan				\$ 5,000	\$ -	\$ 100,000			Development and TIF: \$40,000 for implementation of Spicer recommendations/\$100,000 for immediate infrastructure needs
WSSC Riverwalk Plaza				\$ -	\$ 10,000	\$ 250,000			Development and TIF admin:
WSSC Partnership					\$ 30,000				Development and TIF: Façade/Parking Lease Annual Fee
Intersection Enhancement				\$ -	\$ -	\$ 200,000			Development and TIF admin:
Total Projects	\$ (178)	\$ 78,500	\$ 158,500	\$ 89,700	\$ 42,500	\$ 550,000			

Volunteers								
Volunteer Appreciation			\$	-	\$	-	\$	-
Volunteer Recruitment			\$	-	\$	-	\$	-
Total Volunteer Expenditures			\$	-	\$	-	\$	-
Advertising								
Revenue Co-Op			\$	-	\$	-	\$	-
Promo Expense Pass Through			\$	-	\$	-	\$	-
Co-Op Advertising			\$	-	\$	-	\$	-
Database			\$	-	\$	-	\$	-
Promotions PSA's			\$	-	\$	-	\$	1,500
PR			\$	-	\$	-	\$	3,000
Advertising	\$ 1,581	\$ 5,000	\$	5,000	\$	5,000	\$	2,500
Newsletter + Mailing		\$ 300	\$	300	\$	-	\$	-
Retainer for Rightside Design (promos)			\$	-	\$	-	\$	-
Website Redevelopment		\$ 500	\$	500	\$	500	\$	1,000
MSDDA Website (hosting)			\$	-	\$	-	\$	-
Downtown brochure			\$	-	\$	-	\$	-
Total Advertising	\$ 1,581	\$ 5,800	\$	5,800	\$	5,500	\$	8,000
Total Expenditures	\$ 272,157	\$ 480,865	\$	565,515	\$	443,112	\$	329,193
Income/Loss before Events	\$ (69,174)	\$ (13,915)	\$	(98,565)	\$	(170,728)	\$	(72,823)
								\$ (930,000)

Development and TIF: includes

Events							
Men's and Ladies Night Rev	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Men's and Ladies Night Exp	\$ 260						
	\$ (10)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TGIF Manistee Rev	\$ 1,050	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TGIF Manistee Exp	\$ 2,200						
	\$ (1,150)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Frostbite Rev	\$ 900		\$ -	\$ -	\$ -	\$ -	\$ -
Frostbite Exp	\$ 348						
	\$ 552		\$ -	\$ -	\$ -	\$ -	\$ -
Hops & Props Rev	\$ 43,665	\$ 33,500	\$ 33,500	\$ 46,671.67	\$ 48,200	\$ -	\$ -
Hops & Props Exp	\$ 23,509	\$ 21,500	\$ 21,500	\$ 31,463.19	\$ 31,200	\$ -	\$ -
	\$ 20,156	\$ 12,000	\$ 12,000	\$ 15,208.48	\$ 17,000		
Sidewalk Sales Rev	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sidewalk Sales Exp	\$ 136	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ (136)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sleighbell Weekend Rev	\$ 20,490	\$ 15,000	\$ 15,000	\$ 12,144.00	\$ 15,000	\$ -	\$ -
Sleighbell TV Production			\$ 5,000		\$ -	\$ -	\$ -
Sleighbell Weekend Exp	\$ 11,792	\$ 21,500	\$ 15,000	\$ 16,765.66	\$ 15,000	\$ -	\$ -
	\$ 8,698	\$ (6,500)	\$ -	\$ (4,622)	\$ -		
Spark Rev	\$ 6,475	\$ 8,000	\$ 6,475	\$ 5,000.00	\$ 8,350	\$ -	\$ -
Spark Exp	\$ 6,348	\$ 8,000	\$ 6,348	\$ 2,634.53	\$ 5,000	\$ -	\$ -
	\$ 127	\$ -	\$ 127	\$ 2,365	\$ 3,350		
Event Income	\$ 70,630	\$ 56,500	\$ 54,975	\$ 63,816	\$ 71,550	\$ -	event allocated in Development and TIF admin: \$5,000
Event Expense	\$ 41,649	\$ 51,000	\$ 42,848	\$ 50,863	\$ 51,200	\$ -	
Event Income/(Loss)	\$ 28,981	\$ 5,500	\$ 12,127	\$ 12,952	\$ 20,350	\$ -	
Total Income/(Loss)	\$ (40,193)	\$ (8,415)	\$ (86,438)	\$ (157,775)	\$ (52,473)	\$ (930,000)	

Beginning Cash		\$ 322,710	\$ 164,935	\$ -	
Unrestricted\Unassigned		\$ 322,710	\$ 164,935		
Restricted \ Assigned		\$ -			
Ending cash		\$164,935	\$112,462	(\$930,000)	
Unrestricted\Unassigned		\$ 164,935	\$ 92,462		
Restricted \ Assigned		\$ -	\$ 20,000		Additional \$20,000 restricted for property acquisition